

## Metadata Guide (updated August 2017)

### Initial Setup

- Establish Web Accessible Folder (WAF) or use WAF from OCIO: Contact OCIO Geospatial Office for more information.
- Provide WAF URL to OCIO

### Create Data & Metadata

- FGDC-CSDGM Format:
  - [State Metadata Policies](#)
  - [Federal GeoSpatial Metadata Standards](#)

### Validate metadata

- Official Validation Check is [USGS Validation Tool](#)
- Iterate through validation tool until all errors are corrected to green or yellow
- Correcting errors during validation can be a challenge – see [Metadata Q&A](#) document for tips and tricks

### Export & Copy

- Export Metadata to XML File
- Copy XML to WAF

### Verify & Update

- Within 72 hours, verify metadata is in clearinghouse
- Update every 2 years at minimum

### Other resources

- [Creating and managing FGDC Metadata - ESRI](#)
  - [Illustrated guide to complete FGDC Metadata - ESRI](#)
  - Contact your system administrator for access to your local Web Accessible Folder (WAF) or WATech for more information.
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